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Click **BDRP** hyperlink.

Enter **Case Number**, click **Next**.

Select **Certificate/Report of BDRP Conference**, click **Next**.

Select or add your party, click **Next**.

Please indicate whether the conference was Held or Not Held.

Please indicate whether a settlement was Reached or Not Reached, Click **Next**.

Associate the pdf file of the Certificate/Report of BDRP Conference, click **Next**.

Please enter the date of the conference.

Please enter the hours spent preparing for the conference.

Please enter the hours spent attending the conference. Click **Next**.

Please enter the appropriate percentage for the dispute resolution procedure utilized. Please ensure the total percentage equals to 100.

Click **Next**.

Select the Order Appointing Resolution Advocate event(s) to which your Report relates:

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Edit the docket text if necessary.

Click **Next**.

Review final docket text.

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Note: The actual report is available for court use only and is not accessible by the public.

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